

CITY OF BRAWLEY
OPERATIONS DIVISION MANAGER

DEFINITION:

Under general direction, this position assists the City's Public Works Director in the administration and maintenance of street, water and sewer systems, water and wastewater treatment plants, solid waste collection, vehicle maintenance, and related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

In general this position assists the Public Works Director in all aspects of the operation of the public works department. Specific duties include:

General

- In the absence of the Public Works Director represents the City in City Council Meetings and in meeting with other City Departments, Agencies and the Community.
- Plan, organize, direct, coordinate, and control the activities of the various divisions of the Department.
- Oversees the operations of both water and wastewater treatment plants.
- Makes special studies of public works problems and projects and makes recommendations.
- In cooperation with the Public Works Director and Personnel Officer, directs the training and development of departmental personnel and reviews and/or makes evaluations of employee performance.
- Helps in the selection process and/or makes evaluations of employee performance.
- Helps in the work of the Department with the work of other Agencies.
- Monitors the work for maintenance of City equipment for compliance with current contract.
- Prepare budget estimates and work programs and monitors budget expenditures throughout the fiscal year.
- Reviews and approves timesheets and keeps payroll records
- Keeps track of requisitions for supplies and materials
- Promotes and coordinates the computerization of all required monthly reports and data collected.
- Participates in long range planning for plant facilities and equipment upgrades.
- Stay current with changes in water and wastewater regulations.
- Develops, implements, and enforces administrative and operational practices and work safety and performance standards.
- Assist in the preparation and/or revisions to water and wastewater plant operations manuals.

DESIRABLE QUALIFICATIONS:

Education and Experience:

- Graduation from High School supplemented by instruction and/or work experience in water and wastewater operations, preparation of reports, principles and practices of organizations administration, budgets and personnel management, including at least five years of which was in a lead supervisory capacity.

Knowledge of:

- Ability to organize, plan, direct and coordinate what work of a varied number of divisions engages in technical and maintenance activities.
- Knowledge of the principles of water and wastewater testing and treatment.
- Knowledge of maintenance materials, tools and procedures and troubleshooting methods for streets, water and sewer systems.
- Knowledge of solid waste collection system.
- Ability to prepare records and reports.
- Ability to prepare cost and expenditure estimates.
- Knowledge of work safety rules and procedures and ability to coordinate and promote safety programs.
- Ability to supervise the work of others.
- Ability to show leadership in the supervision of others so as to effectively motivate personnel to perform.
- Ability to deal effectively with personnel issues and problems.
- Ability to communicate and work cooperatively with subordinates, management, vendors, other public agencies, and general public.
- Complete assignments completely and efficiently with minimum of supervision.

Licenses/Certificates:

- Current California Water Treatment Operator T5 certification as well as a current California Wastewater Treatment Plant Operator Grade V.
- Valid California Driver's License and acceptable driving record.
- Ability to work at nights, weekends, and/or on-call in the event of emergencies.